



WASHINGTON STATE SENATE COMMITTEE SERVICES JOB OPPORTUNITIES

Multiple Positions - Counsel and Research Analyst

Annual (permanent) employment and session employment for the 2006 Legislative Session

The Washington State Senate office of Senate Committee Services is currently recruiting to fill counsel or research analyst positions for standing committees of the Washington State Senate. Committee assignments may include any of the eleven policy (non-fiscal) committees. Standing committee information is available on our web site at <http://www.leg.wa.gov/senate/scs>. **Interviewing and selection of candidates to fill a position with the Human Services and Corrections Committee will begin immediately; interested candidates should respond not later than August 5, 2005.**

Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives. We are recruiting to fill one or more full-time counsel or research analyst positions. All are non-partisan positions, exempt from civil service. In addition, similar positions are available for temporary employment for the 2006 Legislative Session.

DUTIES AND RESPONSIBILITIES

In supporting committees of the Washington State Senate, counsel and research analysts are required to:

- Develop and evaluate policy and budget alternatives for Senators, often making recommendations based on analysis of alternatives.
- Conduct legal, policy, and fiscal research and analysis.
- Draft legislation and follow it through the legislative process.
- Analyze legislation and related legislative documents.
- Present legislation and policy issues to committees of the Senate.
- Monitor and evaluate implementation of legislation by state and local government agencies.
- Respond to inquiries on a wide variety of policy and budget issues related to the committee assignment areas.
- Interact extensively with interest groups.
- Provide other non-partisan staff support to Senators.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- A Juris Doctorate and membership (active or inactive) in a state bar association are required for counsel positions.
- An advanced degree in public administration, business administration, or in a field closely related

to a specific legislative policy area is highly desirable for research analyst positions.
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- Working knowledge of legislative process derived from experience working in a legislative or public policy making organization or setting.
- Demonstrated research, analytical, and organizational skills.
- Candidates must be pro-active, creative, service-oriented, and have excellent analytical, writing, problem solving, and oral presentation skills.
- Proficiency in multiple computer software applications, including word-processing software, applications involving spreadsheets and databases, presentation applications, and on-line research.
- Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, results oriented, high pressure legislative environment offers.
- Substantive knowledge of issues related to one or more Senate standing committees. **We have an immediate interest in applicants with a human services and corrections background, including child protection and foster care, family support, mental health services, drug and alcohol treatment services, adult and juvenile corrections, and offender treatment and supervision. A legal background is preferred for the human services and corrections position.**

SALARY

Based on experience and education. The salary range for counsel/research analyst is approximately \$40,000 to \$75,000 per year.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Stan Pynch, Director
Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Applications should be submitted as soon as possible; interviewing and selection will begin immediately and continue until all positions are filled. **Applications for the Human Services and Corrections Committee position should be submitted by August 5, 2005.**

Phone contact: Judy Rus at (360) 786-7417

The Washington State Senate is an Equal Opportunity Employer

